

Leeds Joint Hospitals

COMPLIMENTARY

LEEDS JOINT HOSPITALS

The
Leeds Joint Hospitals
Advisory Committee.

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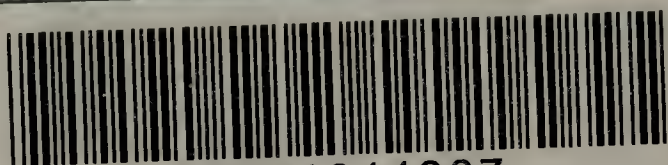
Annual Report

1937—1938.

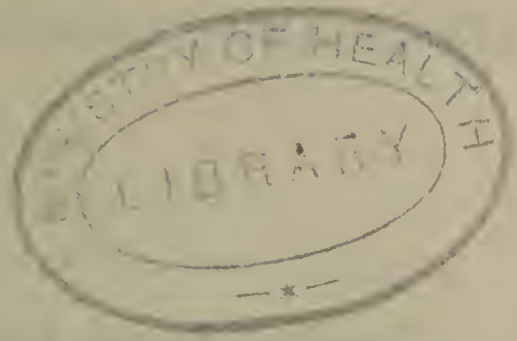
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APPROVED AT THE ANNUAL MEETING DECEMBER 5th, 1938.

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LEEDS JOINT HOSPITALS ADVISORY COMMITTEE.

PREAMBLE.

The First Annual Report (1936-1937) recorded the development of co-ordinated effort in relation to the provision of adequate and efficient hospital facilities in the area of the City culminating in the formation of the Leeds Joint Hospitals Advisory Committee. We are now privileged to present the report of the second year's activities of the Committee. As indicated in the later pages of this report, the constitution of the Committee has been revised as a result of experience of the first year's working and rules have been formulated governing the proceedings of the Committee.

The wider scope of representation which has been operative during the present year has proved of great assistance in the Committee's deliberations, while the measure of co-operation with the West Riding Authority, which has continued to an even greater degree throughout the year, has proved of inestimable value and enabled the two authorities to give full consideration to matters of joint interest which could with advantage be dealt with on a regional basis.

The year under review has been one of achievement, but that achievement will not be complete until the many projects referred to in the report have been translated into terms of accomplished fact.

The thanks of the Committee are due to the co-opted members who, in an advisory capacity, have so willingly given expert advice and help in the formulation of the Committee's schemes, and to the officers whose interest and enthusiasm have largely contributed to the success of the Committee's activities.

A. P. NICHOLSON, *Chairman.*

LEEDS JOINT HOSPITALS ADVISORY COMMITTEE.

LIST OF MEMBERS.

Chairman—A. P. NICHOLSON, Esq.

Vice-Chairman—Alderman Sir GEORGE W. MARTIN, K.B.E., J.P.

Representing the Leeds City Council :—

Alderman Sir GEORGE W. MARTIN, K.B.E., J.P. (Chairman of the Health Committee).

Councillor D. BEEVERS (Deputy-Chairman, Health Committee).

Alderman ELIZABETH BOOTH (Chairman, Hospitals Sub-Committee).

Alderman A. E. WEAVER (Chairman, Maternity and Child Welfare Sub-Committee).

Councillor G. BRETT.

Councillor J. W. WOOTTON.

Councillor WINIFRED SHUTT.

Representing the Leeds Voluntary Hospitals Committee :—

A. P. NICHOLSON, Esq. (Chairman, Board of Management, Leeds General Infirmary).

Col. C. H. TETLEY (Chairman, Board of Management, Hospital for Women at Leeds).

P. AUSTYN BARRAN, Esq. (Chairman, Board of Management, Maternity Hospital, Leeds).

J. W. BIRKS, Esq. (Leeds Public Dispensary and Hospital).

L. R. BRAITHWAITE, Esq., F.R.C.S., M.B., CH.B.

L. N. PYRAH, Esq., M.Sc., F.R.C.S., M.B., CH.B.

G. W. WATSON, Esq., M.D., F.R.C.P., M.R.C.S.
(Membership ceased July, 1938).

E. R. FLINT, Esq., F.R.C.S., L.R.C.P., M.B., CH.B.
(Appointed July, 1938).

Ex-officio Members :—

H. COLLINSON, Esq., C.B., C.M.G., D.S.O., F.R.C.S., M.B., M.S. (Dean of the Faculty of Medicine, University of Leeds).

J. JOHNSTONE JERVIS, Esq., M.D., D.P.H. (Medical Officer of Health).

J. DICK, Esq., M.B., CH.B., D.P.H. (Medical Superintendent, Municipal Hospitals).

S. CLAYTON FRYERS, Esq., F.H.O.A. (House Governor and Secretary Leeds General Infirmary).

CONVENER :—

J. JOHNSTONE JERVIS, Esq., M.D., D.P.H.,

Medical Officer of Health,

Health Department,

12, Market Buildings,

Vicar Lane,

LEEDS, 1.

Telephone No. : Leeds 30211.

LEEDS JOINT HOSPITALS ADVISORY COMMITTEE.

REVISION OF CONSTITUTION.

As a result of experience gained during the first year of the Committee's operations, it was felt that a widening of the scope of representation on the Committee would be of undoubted advantage and would enable the Committee to deal more effectively with the matters coming within its purview.

It was therefore decided to vary the representation by increasing the number of members both of the Leeds City Council and of the Leeds Voluntary Hospitals Committee from five to seven and by granting *ex officio* membership to the Dean for the time being of the Faculty of Medicine of the University of Leeds.

At the same time it was decided to formulate Rules of Procedure to govern the proceedings of the Committee and to outline its powers and duties.

Details of the revised Constitution and the Rules of Procedure are set out in the Appendix to the Report.

Leeds Joint Hospitals Advisory Committee

ANNUAL REPORT, 1937-1938.

COMMITTEE MEETINGS AND ATTENDANCES.

The Committee held four meetings during the year. The average attendance at each meeting was 12. Of the four meetings, one was a joint meeting with representatives of the West Riding County Council Hospital Development Committee. The venue of the meetings was as follows :—

Civic Hall					3 meetings.
The Leeds General Infirmary					1 meeting.

Professor G. W. Watson ceased to be a member of the Committee as from July, 1938, on his being appointed to the Consulting Staff of the Leeds General Infirmary, and Professor E. R. Flint was appointed by the Leeds Voluntary Hospitals Committee in his place.

CO-OPTED MEMBERS.

Professor C. W. Vining, M.D., B.S., D.P.H., F.R.C.P., Mr. R. Broomhead, M.B., CH.B., F.R.C.S., Mr. A. A. D. LaTouche, M.B., B.CH., L.R.C.P., D.M.R., and Mr. J. Foster, M.A., M.B., CH.B., F.R.C.S., were invited to attend meetings of the Committee in an advisory capacity, when matters relating to the hospital treatment of sick children, orthopaedic and fracture services, radium treatment and the prevention of blindness were under discussion. The attendances of these co-opted members were as follows :—

Professor C. W. Vining				2 meetings.
Mr. R. Broomhead				1 meeting.
Mr. A. A. D. LaTouche				1 „
Mr. J. Foster				1 „

REPORT OF THE YEAR'S WORK.

An epitome of the work of the Committee during the year is given on this and the succeeding pages.

As outlined in the last report the need for *Orthopaedic and Fracture Services.* new and enlarged accommodation of a modern type for the treatment of orthopaedics had been recognised and preliminary discussions had taken place regarding a proposed new Orthopaedic Hospital.

At a meeting held in March, 1938, members of the Leeds City Council and of the West Riding County Council Hospital Development Committee discussed with representatives of the Committee of the Marguerite Hepton Memorial Orthopaedic Hospital and the Yorkshire Association for the Care of Cripples, preliminary details with regard to the projected new hospital, as a result of which it was agreed that a special Committee be formed to deal with all matters connected with the new hospital. The constitution of this Committee was agreed as follows :—

Marguerite Hepton Orthopaedic Hospital Management Committee			6 members.
Yorkshire Association for the Care of Cripples			3 „
West Riding County Council Hospital Development Committee			3 „
Leeds City Council			3 „
			15 members.

As the appeal for funds has not yet been issued, it has not been possible to proceed further with detailed arrangements. It is the hope of all concerned that there will be a good response to the appeal and that completion of the plans for erection of the hospital will not be long delayed.

Hospital Accommodation for Sick Children (long term cases). Detailed consideration has again been given to this matter, and definite progress has been made. While the erection of the new hospital will be the responsibility of the local authority, there will, of course, be many opportunities for consultation with this

Committee in order to ensure that in construction, equipment and staffing the new hospital shall embody all that is best in modern hospital practice and thus take its rightful place in the hospital service of the City. Certain sites, mostly on the North side of the City, were inspected by the Health Committee of the Leeds City Council, and one has been selected on land belonging to the Corporation at Moortown. The proposed site is on a gentle slope to the South and has a wide prospect of the Meanwood Valley and the surrounding country.

An Architect has been appointed to prepare the necessary plans, and it is hoped to proceed with the work of construction early in the new year.

Visiting of Sick Children. A report by Professor C. W. Vining, calling attention to the unsettling effect on sick children of the frequent visits of parents and relatives, and particularly to the risk of conveying infection to the children during their visits, was considered by the Committee, which also had before it a statement showing the practice in other hospitals in the country.

After hearing the views of the medical representatives, it was decided to recommend to the constituent bodies that in future the visiting of sick children be allowed only at the expiry of one month after admission, and subsequently at intervals of one month.

This recommendation was subsequently considered by the Health Committee of the Leeds City Council and by the Board of Management of the Leeds General Infirmary, and as a result the recommendation has been approved and put into operation both at the municipal hospitals and the Leeds General Infirmary.

Radium Institute at Leeds. The Advisory Committee, together with representatives of the West Riding Authority, visited the Leeds General Infirmary on January 3rd, 1938, and inspected the Radium and Deep X-Ray Department, where a demonstration, arranged by Mr. L. R. Braithwaite and Mr. A. A. D. LaTouche, was given of the effects of treatment, illustrated by cases (a) treated not

less than five years previously in which the disease had not recurred, (b) at present undergoing treatment by radium beam and deep x-ray, and (c) untreated patients. The members also had an opportunity of inspecting the deep x-ray plant, the Radium Beam Unit, and other physical and protective apparatus, together with the systems of recording and following up cases. A demonstration of the methods of application and determination of dosage in X-Ray and Beam therapy was also staged.

At the conclusion of the demonstration the possibility of erecting a Radium Institute in Leeds was discussed, and sketch plans showing a suggested lay-out of such an institute were laid before the members. There was complete unanimity as to the urgent need for improved accommodation for this special department of medical treatment, and it was thereupon decided to form a special Committee consisting of representatives of the Leeds Health Committee, the West Riding County Council, the Leeds Voluntary Hospitals Council, and the British Empire Cancer Campaign to consider the question of the erection of a Radium Institute to serve the needs of the City and the adjoining county.

This Committee met on two occasions, when the matter was fully explored, and as a result of their deliberations, it was decided to launch an Appeal for the sum of £100,000 for the erection of a Radium Institute at Leeds, the arrangements for the appeal being left to a small sub-committee which was appointed for the purpose. A Ways and Means Sub-Committee was also appointed to select the site, prepare plans, and arrange other details.

It is hoped that the Appeal will have the support of all sections of the community, and that the response will be such that it will be possible, in the near future, to take practical steps to provide additional and improved facilities for the diagnosis and treatment of one of the most fatal and most dreaded of human afflictions.

The Board of the Leeds General Infirmary, on the suggestion of the Faculty, appointed during the year a Neurological Surgeon to undertake brain and spinal cord surgery and the treatment of injuries to the peripheral and sympathetic nerve systems.

*Neuro-Surgical
Work.*

The surgeon appointed was also placed on the consulting staff of St. James's Hospital. How best to re-organize this new department so as to avoid unnecessary expense in the duplication of expensive apparatus and other equipment is at present under consideration.

Prevention of Blindness. The Advisory Committee had under consideration a circular (1621) issued by the Ministry of Health dealing with the Prevention of Blindness.

At the request of the Committee a report on the subject was prepared by Mr. J. Foster, Ophthalmic Surgeon at the Leeds General Infirmary. In this report Mr. Foster referred to various causative factors and summarized the present facilities for prevention, and also embodied suggestions for improvement, principally (a) by the inception of a method of ascertainment of cases of potential blindness and (b) by the appointment of a special nurse at the Leeds General Infirmary, whose duties would combine supervision of domiciliary treatment with follow-up work.

No definite conclusion has yet been reached by the Committee, as further information is to be submitted by Mr. Foster at a subsequent meeting after he has had an opportunity of examining the system in operation in Birmingham.

Air-Raid Precautions in Hospitals. The position of the hospitals in the City in time of national emergency occupied the Committee's attention. In particular the adoption of protective measures for buildings, the provision of blinds for the darkening of wards and operating theatres, and the installation of secondary means of lighting, were considered.

In view of the anticipated issue of recommendations on the subject by the government at an early date, it was decided to defer consideration of the matter for the time being.

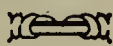
Owing, however, to the national emergency which developed suddenly during the last week of September, it was necessary to take immediate action to prepare the various hospitals for the reception of casualties.

In consultation with the Hospital Officer of the Ministry of Health plans had been prepared for the evacuation or decanting of those patients in residence who could safely be removed to their homes or other institutions, for the provision of additional beds, equipment and staff to deal with the increased number of cases, and for the protection of hospital buildings, the installation of secondary lighting systems, and the darkening of wards, operating theatres, etc.

The detailed arrangements were completed and the plan was ready to put into operation at a moment's notice had the crisis developed and a state of war arisen. Fortunately, however, the need for this did not arise. Nevertheless it afforded an opportunity of testing the plan and ascertaining its weakness and deficiencies.

A. P. NICHOLSON, *Chairman.*

The
Leeds Joint Hospitals
Advisory Committee.



CONSTITUTION
AND
RULES OF PROCEDURE.



Approved by the Leeds Voluntary Hospitals Committee January 6th,
1938, and by the Leeds City Council, February 2nd, 1938.

Leeds Joint Hospitals Advisory Committee.

Constitution and Rules of Procedure submitted at the Annual Meeting of The Joint Hospitals Advisory Committee on December 20th, 1937, and approved by The Leeds Voluntary Hospitals Committee, January 6th, 1938, and by the Leeds City Council, February 2nd, 1938.

- Title.* 1. The Committee shall be designated "THE LEEDS JOINT HOSPITALS ADVISORY COMMITTEE," hereinafter referred to as the "Joint Committee."
- Constitution* 2. The Joint Committee shall be composed of seven members representing the Leeds City Council and seven members representing the Voluntary Hospitals Committee, of whom three shall be members of the Medical Faculty, with the Dean for the time being of the Faculty of Medicine of the University, the Medical Officer of Health, the Medical Superintendent of the Municipal Hospitals and the House Governor and Secretary of the Leeds General Infirmary as *ex officio* members, without voting powers.
- Power to Co-opt.* 3. The Joint Committee shall be empowered to invite the attendance, in an advisory capacity, of additional representatives of the Municipal or Voluntary Hospitals where this is deemed necessary or desirable.
- Functions.* 4. The Joint Committee shall act in an advisory capacity only and shall have no executive powers. It shall not be empowered to expend money except that, with the formal and written approval of the constituent authorities, and

for the purpose solely of carrying out the secretarial and administrative work of the Committee, it may (a) appoint such officers as it may deem necessary and may pay to these officers such remuneration as may be approved by the Joint Committee and the appointing authorities and (b) may also bear the cost of transport and of postages and stationery and other incidental expenditure.

5. The Joint Committee shall be empowered to advise the constituent authorities on matters relating to the development of hospital facilities, the co-ordination of municipal and voluntary effort, the provision of special medical services and generally to deal with matters of a joint administrative nature so as to ensure that present and future hospital facilities shall be so developed and utilized as to provide the most efficient service for the sick.

*Election of
Members.*

6. Members shall be elected annually, and shall hold office from the date of appointment to the next following 9th day of November. Members shall be eligible for re-election.

7. In the event of a member ceasing to be a member of the appointing authority, he shall also cease to be a member of the Joint Committee, and any vacancy thus created shall be filled by the appointing authority concerned within 28 days of the occurrence of the vacancy.

*Election of
Officers.*

8. The Joint Committee shall at its first meeting in each year appoint a Chairman and a Vice-Chairman, and the Chairman, or, in his absence, the Vice-Chairman, shall preside at all the meetings of the Joint Committee. The Chairman shall be elected from the representatives of each appointing authority in alternate years, and, where the Chairman is a representative of the Leeds City Council, the Vice-Chairman shall be a member of the Voluntary Hospitals Committee and vice versa.

- Voting.* 9. Co-opted members shall not exercise voting powers. Decisions shall be taken by vote, and in case of a tie, the Chairman shall have a casting vote.
- Quorum.* 10. A quorum shall consist of seven members of the Joint Committee possessing voting powers, of whom at least three shall be representatives of the Leeds City Council and at least three representatives of the Voluntary Hospitals Committee.
- Sub-Committees.* 11. The Joint Committee may appoint such Sub-Committees as it deems advisable, and may co-opt on such Sub-Committee, without voting power, such other persons as may be thought necessary, and the Chairman and the Vice-Chairman shall be *ex officio* members of all such Sub-Committees.
12. A quorum of any Sub-Committee shall comprise three members possessing voting powers, of whom at least one shall be a representative of the Leeds City Council and at least one a representative of the Voluntary Hospitals Committee.
- Meetings.* 13. Meetings of the Joint Committee shall be held not less often than once each quarter. Special meetings may be convened on the authority of the Chairman at intervening periods for the consideration of urgent business, or at the written request of not less than three members of the Committee.
- Annual Meeting.* 14. An Annual Meeting of the Joint Committee shall be held in November of each year.
- Minutes.* 15. The minutes of the meetings of the Joint Committee and any Sub-Committees thereof, and the Annual Report of the proceedings of the Joint Committee, shall be circulated to all members of the Committee.

Convener. 16. The Medical Officer of Health shall act as Convener of the Joint Committee.

17. Matters for the agenda shall be communicated to the Convener not less than fourteen days before the date of the meeting.

18. Notices of meetings shall be forwarded to members at least seven days before the meetings, and shall state the matters to be discussed.

*Rules of
Procedure
and
Standing
Orders.*

19. The Joint Committee may formulate, vary or rescind Rules of Procedure and may prescribe Standing Orders governing the conduct of the meetings, with the proviso that no additions to or variation or rescission of such Rules or Standing Orders shall be valid unless approved at a meeting of the Joint Committee (at which not less than one-half of the total members possessing voting powers are present, of whom at least three shall be representatives of the Leeds City Council and three representatives of the Leeds Voluntary Hospitals Committee), and subsequently approved by the Appointing Authorities.

March 28th, 1938.

